

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

March 10 - [City Council Meeting Agendas](#)

## Looking Ahead

Monday, March 2: Filing deadline for business licenses

Tuesday, March 3: Planning Commission work session

Thursday, March 5: Board of Architectural Review, Old Town Advancement Commission

Saturday, March 7: Old Town Celtic Fest

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**NEW EPISODE:** Potential Trash and Recycling collection



Members of the City's Stump Grinding Crew, Joey and Brandon, took time out of their day to visit with Charlie who was a fan of the guys and their work.

## City Manager's Takeaways

Celebrated the Rouss City Hall renovation with guided tours on Wednesday, February 26.

Presented the [2019 Annual Report](#) to City Council.

Wentworth Drive Safe Routes to School [Sidewalk Improvement Project](#) will begin on March 2 (weather permitting).

The [Central Downtown Infrastructure Improvement Project](#) is expected to begin the first week in March on North Loudoun Street.

# Public Safety

## Winchester Police

- Assisted with donation of books to Fremont Day Nursery.
- Attended Apple Blossom Festival public safety planning meetings.
- Began preparing for Kids and Cops Camp and National Night Out.
- Taught Communications Basic at the police academy.
- Upgraded Emergency Medical Dispatch to include questions for suspected Coronavirus cases.
- Attended Girls on the Run meeting to discuss public safety.
- Worked with Communications Department to update the recruitment brochure and implement more innovative technology on the recruitment web page.
- Held police candidate interviews and scheduled fitness testing.
- Worked on planning of upcoming outreach projects.
- Officer Rice was named one of the two Daniel Morgan Intermediate School Staff Members of the Month.
- Crime stats:
  - Crimes against persons (felony) - 1
  - Crimes against persons (misdemeanor) - 8
  - Burglaries (residential) - 0
  - Burglaries (commercial) - 0
  - Property crimes - 15

## Winchester Fire and Rescue

- Interviewed 15 candidates for the vacant Firefighter positions - four were moved to next step in the interview process.
- Continued EMT classes for 5 new firefighter recruits.
- Conducted hands-only CPR training at City Hall for employees.
- Completed First Aid/CPR training for Refuse and Recycling employees.
- Assisted with hands-only CPR training at the Apple Blossom Mall Wellness Festival.
- Met with Station 4 leadership regarding a plan to place a used Engine they purchased into service.
- Met with Station 5 leadership regarding personal protective equipment needs for EMS only personnel.
- Attended WISE workgroup meeting at Winchester Public Schools.
- Submitted American Heart Association Mission Lifeline Award application.
- Met with family that WFRD personnel assisted during a pre-hospital childbirth.

Police Activity	#
Calls for Service	670
Directed Patrols	43
Directed Patrols (OTW)	8
Extra Patrols	93
Extra Patrols (OTW)	0
Alarms/False Alarms	26/26
Crash Reports	9
Traffic Citations	52
Traffic Warnings	38
DUI/DWI	1
FOIAs Answered	8
Special Events Permits Received/ Approved	1/1 21 YTD

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	84
Hazardous Cond.	4
Service Call	7
Mutual Aid Given	4
Good Intent	5
False Alarms	8
Special Incident	0
Plan Review	2
Reinspections	4
Inspections	3

- Celebrated Black History Month at a ceremony with the US Army Corp of Engineers.
- Coordinated Regional "Women in Fire" seminar for late March.
- Conducted Juvenile Fire Setter training session.
- Met with fire protection engineer relating to water supply/demand for chemical storage change of use.
- Met with the Museum of the Shenandoah Valley in regards to its Summer Concert Series, stage location and fire lanes.
- Met with Valley Health staff regarding emergency egress and how it relates to occupant protection during an active shooter emergency.
- Met with staff of Dicks Sporting Goods to discuss Knox Box keys.
- Met with Building Official on some current Code Enforcement cases.

## Emergency Management

- Attended the FEMA Public Assistance course in Warrenton with personnel from Public Works
- Participated in the Winchester Public Schools WISE grant discussions
- Met with an RV vendor to diagnose electrical issues with the command bus
- Worked on the Emergency Operations Plan lines of succession
- Developed an after-action report for the Apple Blossom Festival planning and coordination meeting

## Development Services

### Winchester/Frederick County Tourism

- Started creative design of the new ad campaign as the data collection phase has concluded.
- Took part in a Development Counsellors International (DCI) implementation plan meeting with regional economic development leaders. Discussed the results of the [workforce study](#) and next steps in acting on the findings and recommendations.
- Tourism Tuesday aired; guests were Alex and Sarah from the City to talk about the arts initiatives, upcoming events, and the farmer's market. [Listen](#)
- Attended the February Marketing Mind Share meeting held by the Chamber. Professional development topic was creating and implementing podcasts.
- Attended a 2020 Winchester Wings and Wheels planning meeting as plans continue for the June 13 event.
- Attended an Agritourism 101 Briefing on Capitol Hill at the request of Congresswoman Wexton's office, along with Arthur and Diane Kearns from Winchester Ciderworks. This was in support of the newly-formed bipartisan Agritourism Congressional Caucus.
- Organized and held our own Agritourism Information Session to educate local farmers on what agritourism is and how it could potentially add a sustainable source of revenue to a farm operation. [More Info](#)
- Design of the 2020 Visitor Guide continued all week.

## Economic and Workforce Development

- Created 3 business incentive packets for commercial businesses
- Conducted WoW! business recruitment. 2020 Event date is set for September 18.
- Hosted Small Business Seminar with the Small Business Development Center on "Understanding your Demographics".
- Attended regional workforce development meeting with regional partners to discuss changes in state programs.
- Continued discussion of the regional talent attraction/retention project.
- Continued working with our development partners on Kent/Piccadilly and Towers sites.

## Arts and Vitality & Old Town

- Drafted Old Town Advancement Commission 2020 operations plan.
- Held "Love Our Locals" event planning for May 9 from 12- 3 pm to celebrate what is loved about Old Town Winchester in conjunction with the Virginia Love Sign installation.
- Began accepting vendor applications for 2020 Old Town Farmers and Makers Market.
- Worked on creating an updated market logo.
- Delivered Shopping & Dining Guides to Clearbrook Welcome Center and Win-Fred Co. Visitor Center.
- Assisted 11 locals and 9 visitors at the Old Town Welcome Center.

## Planning

- Staffed the February 25 Council meeting where a public hearing was held on a small right-of-way vacation along Meadow Branch Avenue and a public hearing was held on a CUP for a Short-Term Rental on Virginia Avenue which was denied.
- Staffed the February 25 Council Work Session where a resolution to amend the Comprehensive Plan to designate the whole City as an Urban Development Area (UDA) was forwarded to City Council recommending approval. Also forwarded was a Development Plan revision to the Cedar Creek Grade PUD.
- Prepared and electronically distributed the agenda packet for the March 3 Planning Commission work session and the March 17 regular Commission meeting. Among the agenda items are public hearings for: 1) Zoning Text amendment to revise the PUD density regulations; 2) PUD rezoning for Phase 2 of the Meadow Branch Avenue Apartments; and 3) CUP for an AirbNb on N. Washington Street.
- Together with the Communications Director, prepared a PowerPoint presentation summarizing the City's 275<sup>th</sup> Anniversary celebration which was shown during Anniversary Committee Chairman George Schember's oral presentation to City Council on February 25.
- Prepared and electronically distributed the agenda packet for the March 5 BAR meeting.
- Prepared and staged exhibits for the Rouss City Hall Reveal on February 26 and assisted the Communications Director with four PowerPoint slide presentations depicting pre-renovation images of the building interior layout. Together with the City Manager, Communications Director, and Facilities Maintenance Manager, offered guided tours of Rouss City Hall.

## Zoning and Inspections

- Completed:
  - 80 building permit inspections and issued 67 building permits (\$430,298)
  - 156 code enforcement inspections and initiated 47 new cases
  - 14 new business reviews (11 certificate of business, 3 certificate of home business)
  - 1 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=68)
- Significant projects:
  - 1360 L.P. Hill Drive (electrical work) - \$182,000
  - 220 Roszel Road (new addition and garage) - \$150,000

Permit	Type	Address	Description	Value
20 10000016	PSPS	9 N LOUDOUN ST STE 105	PORTABLE SIGN	\$10
20 00000238	NGAS	300 WESTMINSTER CANT DR	REPLACEMENT BOILER	\$3,000
20 00000358	NGAS	321 W LEICESTER ST	REPLACEMENT APPLIANCES/OUTLETS	\$1,000
20 00000362	NGAS	300 PARKWAY ST	REPLACE FURNACE	\$0
20 00000234	NRRM	321 N LOUDOUN ST	CLOSE-IN REAR PORCH	\$1,500
20 00000264	RR	830 WHITTIER AVE	REROOF	\$11,500
20 00000365	MECH	1714 LEWIS ST	REPLACE HEAT PUMPS/ AIR HANDLER	\$6,399
20 00000362	MECH	300 PARKWAY ST	REPLACE FURNACE	\$4,875
20 00000349	SIGN	2172 S PLEASANT VALLEY RD	(1) BLDG. MOUNTED SIGN	\$4,800
19 00000298	FSUP	601 625 E JUBAL EARLY DR	ADD TO WET SPRINKLER SYS/TRASH	\$1,700
20 00000369	PLBG	806 APPLESEED CT	REPLACE WATER SERVICE	\$5,000
20 00000377	PLBG	412 RUSSELCROFT RD	REPLACE W/H & EXPANSION TANK	\$1,000
20 00000273	ELEC	1360 L.P. HILL DR	ASPIRATIONAL VILLAGE BLDG 5	\$182,000
20 00000001	ELEC	1360 L.P. HILL DR	SVC	\$1,000
20 00000263	ELEC	1320 L.P. HILL DR	SVC	\$1,000
20 00000086	SIGN	116 N BRADDOCK ST	PROJECTING SIGN	\$0
20 00000372	NGAS	714 STERLING DR	WATER HEATER & EXP TANK	\$0
20 00000246	BLDG	414 COURTFIELD AVE	ASBESTOS ABATEMENT	\$2,848
20 00000035	ELEC	3150 SHAWNEE DR	REMODEL	\$3,530
20 00000364	BLDG	1432 KENT CIR	REPAIR BASEMENT WALLS	\$18,500

Permit	Type	Address	Description	Value
19 00004047	MECH	501 N CAMERON ST	(2) HEAT PUMPS	\$4,000
20 00000269	ELEC	927 VALLEY AVE	SWITCHES & RECEPTS	\$1,000
20 00000377	NGAS	412 RUSSELCROFT RD	REPLACE W/H & EXPANSION TANK	\$200
20 00000237	ELEC	2172 S PLEASANT VALLEY RD	REMODEL	\$1,500
20 00000351	BLDG	220 ROSZEL RD	NEW ADDITION AND GARAGE	\$150,000
20 00000415	PLBG	706 SMITHFIELD AVE	EXPANSION TANK	\$200
19 00003817	BLDG	405 FAIRMONT AVE	ASBESTOS ABATEMENT	\$4,000
19 00002742	SIGN	201 S BRADDOCK ST	INSTALLING BUILDING MOUNTED SIGN	\$150
20 00000400	MECH	635 SELDON DR	REPLACE FURNACE	\$6,093
20 00000400	NGAS	635 SELDON DR	REPLACE FURNACE	\$6,093
Various		Various	EXPANSION TANK	\$7,400
<b>68</b>				<b>\$430,298</b>

## Public Services

- The City Commonwealth Attorney's and the Juvenile and Domestic Relation Court Services' Offices successfully moved into their new offices in the Creamery Building.
- Hand-delivered flyers with Councilor McKiernan to all residences on Wentworth Drive to inform the residents that construction will begin on the infrastructure improvements project on Monday, March 2. Also held the pre-construction meeting with VDOT and the contractor for this project.
- Held a pre-construction meeting with VDOT, the contractor, and the Museum of the Shenandoah Valley for the trails project. Construction will begin in March.
- Work is expected to begin in earnest next week on the infrastructure improvements on N. Loudoun between Wyck and Fairfax. This work is part of the central downtown infrastructure improvements project.
- Met with VDOT to discuss and coordinate the project that will replace the bridge over I-81 at exit 313 and the City's proposed project to make improvements on Millwood between Mall Blvd. and Apple Blossom Drive.

## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	7,426
Water service lines replaced (number)	0	368
Water meters replaced (number)	5	3,822
Sanitary sewer mains replaced/lined (linear feet)	184	6,705
Sanitary sewer laterals replaced (number)	0	103
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	435	39,449
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	44	#
	Mowing	0	0	Acres
	Miles of streets swept	5.10	478.99	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	16	73	#
	Trees trimmed	53	517	#
	Stumps removed	6	35	#
Traffic	Street signs Installed/replaced	7	74	#
	Pavement markings repainted (City)	0	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	121.51	1,021.27	Tons
	Recycling collected	25.256	226.796	Tons
	Large item pickups	1	23	#
Transit	Total passengers	2,113	18,486	#
	Revenue miles pick up/drop off	3,068	28,550	Miles
	Revenue hours pick up/drop off	296.30	2,699.01	Hours
Utility billing	Payments processed	1,534	21,574	#
	New bills mailed out	2,187	12,415	#
	Water services turned off (non-payment)	37	104	#
Water treatment plant	Average daily water demand	6.08	5.69	Million gallons/
	Peak daily water demand	6.53	6.53	day



Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	6.93	7.76	Million gallons/day
	Peak daily flow treated	7.75	17.21	
Water distribution and wastewater collection	Water main breaks repaired	0	3	#
	Water meters read	1,006	12,518	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	449	8,915	Linear feet
	After-hours call outs	5	33	#
Engineering	Site plans reviewed	2	31	#
	Floodplain permits issued	1	8	#
	Utility as-builts reviewed	0	4	#
	Right-of-way permits issued	9	59	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	6	#
	Erosion and sediment control inspections	24	176	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	20	169	#
	Special events assistance	0	2	#
	Maintenance of pedestrian mall	25	222	Staff hours
Equipment maintenance	Total repairs completed	48	462	#
Winchester Parking Authority	Work requests completed	6	51	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	2	#
	New monthly rentals	7	39	#
	Monthly rental cancellations	1	12	#
	Total monthly leases in all autoparks	+6	1,169	#
	Available monthly spaces in all autoparks	-6	243	#
	Hourly parkers (all four garages)	2,942	19,960	#
	Park-Mobile transactions	850	6,239	#
	Meter violations	236	1,576	#



# Support Services

## Innovation & Information Services

- Completed transfer of IBM document management admin and security data to FileBound for migration to Windows platform.
- Checked IBM and other system platforms after weekend power outage at City Hall to ensure no loss of data or other impacts.
- Renewed DMV user agreement for security officers.
- Created a new Google Analytic ID for all internal GIS applications.
- Added FINAL NG911 boundary (PSAP/Provisioning boundary) and RCL snap points to primary GIS database.
- Added 98 E911 address for each dorm room at Shenandoah University Edwards Village.
- Moved another set of personal property enhancements into production.
- Worked with Commissioner of Revenue to make changes to Property Search and Tax Parcel Mapping applications.
- Started to develop script to extract, load, and transform (ETL) data for Fire and Rescue department call reporting dashboard. Creating dashboard within GIS internal Portal.
- Troubleshoot A/V issues with Council chambers, coordinate meetings with vendors and worked with the three vendors to resolve audio issues.
- Assisted with setup for Building Permit and Code Enforcement training.

Help Desk Requests	Count	Closed
Account Management	12	12
Applications	5	8
GIS	1	1
Hardware	8	15
Information Only	8	7
Infrastructure	7	5
No Action Required	4	0
Not Assigned	25	1
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	70	59

## Parks & Recreation

- Preparing to attend the Wellness Festival at Apple Blossom Mall.
- Revised music lesson program.
- Held dedication ceremony for new maintenance facility with Advisory Board.
- Added Certified Playground Mulch to various playgrounds to meet criteria.
- Completed playground repairs at Christianson Familyland.
- Attended Girls on the Run planning meeting for the upcoming spring event in Jim Barnett Park.
- Completed outdoor pool inspection.

## Social Services

- Received 84 Benefit Program applications: 19 SNAP, 51 Medicaid, 5 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 6 Home Energy Assistance Program
- Provided case management to: 1,509 Medicaid cases, 3,872 SNAP cases, 60 TANF cases, 20 Auxiliary Grant cases, 26 individuals receive VIEW services, 53 families/98 children receive Child Care Subsidy Assistance, 327 Home Energy Assistance Program cases.
- Converted to AT&T as the cell phone service provider under the FirstNet contract, which provides secured and independent phone lines outside of the general public's lines. This conversion helps first responders communicate in times of disaster and emergency, aligns DSS with the rest of the City, and saves money.
- Leadership team participated in an off-site retreat involving team building and identification of opportunities for the upcoming year.
- CPS staff participated in the Forensic Interviewer's Peer Review at the ChildSafe Center-CAC in Winchester to continue to improve and enhance their child interviewing skills
- Attended the Child and Family Services Review (CFSR) Program Improvement Plan for the Virginia Department of Social Services (VDSS) in Richmond, VA. VDSS recognized WDSS for its collaboration with VDSS in a short-notice CFSR Review that was conducted at Winchester to ensure the audit sample for the state was valid.
- Attended webinars and trainings: 1) Out of Family Investigations for CPS and 2) Getting to the Problem Behind the Symptom: A Unique Primary Prevention Collaboration Between Child Welfare and Education
- CSA Coordinator hosted a "New Worker Training" for Family Services Specialists to explain the FAPT (Family and Planning Assessment Team) process behind securing funding for youth and families in need of services.

Weekly Activity	#
Clients walk-ins/drop-offs	140/101
Child Protective Service (CPS) referrals/case management load	10/46
CPS family assessments & investigations of alleged maltreatment	61
Placed "on notice" for foster care entry by JDRC	7
Children in/entered/exited foster care	52/0/0
Adoption subsidy cases/adoptions finalized	45/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/4/99
Family Service intakes/case management load	8/7
Adult Protective Service referrals/case management load	3/8
Adult guardianships/cases	2/79
Adult Protective Service investigations/intakes	16/2
Interstate Compact on the Placement of Children (ICPC) case management	3

## Communications

- Distributed the February 27 CitE-News issue. [View](#)
- Handled 1 media request for City information and staff interviews; 4 inquiries for WPD.
- Filmed and uploaded a video of the employee Hands-Only CPR event at City Hall.
- Updated the recruitment booklet for the Police Department to reflect recent changes.
- Wrote, produced and released the latest episode of the [Rouss Review podcast](#). Also, created and posted the transcript. Main topic of this week's podcast: Potential changes being discussed for the City's trash and recycling collection program.
- Finished setting up the podcast and publiCITY studio at Timbrook Public Safety Center.
- Worked with the Police Department to create a Spanish-language Fight the Fraud Inferno poster as part of an ongoing effort to translate more correspondence to Spanish. A bilingual WPD employee has been leading the charge and translating the information.
- Assisted Economic Development with graphics for a presentation.
- Attended the meeting with Fire & Rescue employees who delivered a baby out-of-hospital and the family.
- Created an online application process for the Kids & Cops Camp that will be available on April 1.
- Took photos for March Social Services awareness campaigns.
- Began preparations for the 2020 Junior Academy sessions and released registration dates.
- Designed the Fire & Rescue Department's new recruitment rack card.
- Assisted with the planning and execution of the Rouss City Hall Reveal event and created four slideshows of "before" photos that were shown on each floor. Helped with set up/take down and welcoming attendees.
- Created a photo slideshow for the 275th anniversary recap presentation to Council.
- Held INSIGHT Citizen's Academy session at the Visitors Center (tourism).
- Edited and uploaded the Council meeting videos to channel 6 for replay on the following Thursday.
- Presented the 2019 Annual Report to Council. [Read](#)

<b>311 Requests Received</b>	<b>#</b>
FOIA	11
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	2
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
<a href="#">Citibot</a>	-
Total/YTD	14/85

<b>Date</b>	<b>City Press Releases/Related Press Releases</b>
2/24	Reveal event to celebrate Rouss City Hall renovation - <a href="#">read</a>
2/28	Two improvement projects to begin in March - <a href="#">read</a>

Date	Articles in <i>The Winchester Star</i>
2/22	City fire chief: 'I feel I am being disregarded'
2/24	BAR backs improvements on East Piccadilly
2/25	Commentary Open Forum: Equity work in Winchester Public Schools wins support
	Winchester drug dealer gets 2 years
2/26	WPS seeking more diverse curriculum
2/27	Human rights commission formation debated
	Trash, recyclables collection fee will likely rise
2/28	Council appoints Price interim city manager